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**MEMORANDUM - OFFICE OF THE BOARD OF SELECTMEN**

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**TO:** Board of Selectmen  
**FROM:** Michael Branley, Town Administrator  
**RE:** Weekly Update  
**DATE:** August 15, 2013  
**CC:**

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**Next Board of Selectmen business meeting Monday August 19<sup>th</sup> at 6:30 p.m.**

I continued working on the situation I mentioned last week, where a property was sold on which the Town has a welfare lien. The law office has admitted that they improperly failed to notify us prior to the auction and I have referred the matter to Town Counsel for resolution. While we need to ensure we do not incur significant costs on this matter, the potential \$5,600 plus interest is worth putting some time and effort into.

On Wednesday JCL Septic Service was back on site working on the Town Office's septic system. Other than the filter clog, they determined that one of the floats related to the pump needed to be replaced. They believe the system should now be fully functioning. They will be back in Town to pump the other Town systems on August 27<sup>th</sup> because based on the information available they are all due (or overdue) to be pumped. We also had a free lighting audit performed on the Town Offices by LighTec out of Merrimack through the PSNH energy efficiency program. Through this program, LighTec will identify potential efficiencies and if we choose to make the changes PSNH will pay one half of the installation costs. I chose this building to do a test run on the program to see if it is worth using on some of our other high-energy usage buildings. In light of the Town Hall being reopened, I have been working on a revised facility rental policy, process, and application form for you to review.

On Thursday Dave was in the office working on a variety of topics. In preparation for our DRA assessment review next year, we had sent out letters to the properties in Town that currently receive tax exempt status requesting that they file their A-9 forms, in accordance with RSA 72:23-c. The Board must act on these requests prior to finalizing the Town's values on the MS 1. I will have Dave's recommendations for each application for you to act on Monday so the MS 1 can be signed at your meeting on the 26<sup>th</sup>. We also finally got around to reviewing his proposed statistical update contract for next year, which Town Counsel had also reviewed and provided his comments. I will also have that for your review and hopefully your signing on Monday.

We had a brief scare related to our computer file backup system when a folder on our server was accidentally deleted and could only partially be recovered. Fortunately nothing important was

lost, however it has prompted Allen and I to explore some possible improvements to our current back-up system. We would hope to address this item in next year's budget.